

**Yellowstone Presbytery**  
**Child and Youth Protection Policy(CP)**  
**Based on Safe Church Guidelines and PCUSA Child Protection Policy**

**Adopted: November 3, 2018**

**CP01. General Purpose Statement**

Yellowstone Presbytery seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Yellowstone Presbytery from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

***Policy Rationale***

*Children and youth are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. In Matthew 19:14, Jesus says, "Let the little children come to me." The Church is called to be, at all levels and in all entities, a place of safety and nurture reflective of the arms of Christ. It is the call of the Church to be a life-giving entity of Christ's healing and hope for community and individuals. The Church, as the body of Christ, is to be the presence of Christ's love, in the same way taking up all children and youth into its arms and blessing them, providing for them a safe, thriving, and nurturing environment in which to grow in every way.*

*The Book of Order states, "The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life," and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church's care, including children and youth. (Book of Order W-2.3013).*

**CP02. Definitions**

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and unpaid persons who work with children. The term "volunteer" means anyone involved in a Sunday school program, summer camp, youth retreat, Vacation Bible School, church nursery, church youth group and/or in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

**CP03. Selection of Workers**

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

**CP03.1 Six Month Rule**

No person will be considered for any volunteer position involving contact with minors until she/he has been involved with a Yellowstone Presbytery Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children. Exception: the applicant can provide documentation that they have been vetted by an internship program or previous children and youth ministry/ services setting.

**CP03.02 Written Application**

All persons seeking to work with children must complete and sign a written application. The application will request basic information from the applicant and will inquire into previous experience with children, previous affiliation a Yellowstone Presbytery congregation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the supervising church or other Yellowstone Presbytery entity to include Westminster Spires Camp.

**CP03.03 Personal Interview**

Upon completion of the application, an interview may be scheduled with the applicant to discuss his/her suitability for the position.

#### CP03.04 Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at the supervising church or at the Yellowstone Presbytery office in the case of Westminster Spires Camp.

#### CP03.05 Criminal Background Check

- a. A national criminal background check is required for all employees (regardless of position) and volunteers".
- b. Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church or Yellowstone Presbytery to run the check.

#### CP03.06 Disqualification

- a. A disqualifying offense that will keep an individual from working with children will be determined by the local church pastor or designee or camp director on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.
- b. The background check authorization form and results will be maintained in confidence on file at the supervising church or Yellowstone Presbytery office.

### CP 04. RESPONDING TO ALLEGATIONS OF CHILD ABUSE

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at the supervising church or camp becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the head pastor in the case of church activities, and the Presbyter of Yellowstone Presbytery for purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- CP04.01 **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- CP04.02 **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- CP04.03 **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- CP04.04 **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.
- CP04.05 **Spires Camp**--in the case of Westminster Spires or Presbytery wide events for further action, including reporting to authorities as may be mandated by state law. (See CP 05.)

### CP 05. REPORTING

If there is suspicion that any incident of child abuse has taken place, an Incident Report should be completed and forwarded to the supervising adult of the activity or event. Incident Report forms are available on the presbytery website.

All Incident Reports are to be given to the Head Pastor of the church sponsoring the activity or events or the supervising adult of the activity if it is a Yellowstone Presbytery sponsored event such as a youth retreat or summer camp activity.

The supervising adult of the activity or event will consult with the head pastor of the church or the Yellowstone Presbytery presbyter and one other adult related to the activity or event to address the following: The pastor / General Presbyter and one adult involved in the activity form the response team.

CP 05.01 Immediately provide for the safety of the alleged victim(s) involved.

CP 05.02 If the report alleges abuse or harassment of a minor, the response team will:

- a. immediately ensure the allegation is reported to the civil authorities under state law;
- b. immediately notify the parents or guardian of the minor;
- c. notify the insurance company of the allegation and that no investigation has yet occurred.

CP 05.03 Make immediate decisions concerning the temporary removal of the individual accused from any contact with children or youth pending an investigation and/or removal of the accused from the event until a resolution of the allegations has occurred.

CP 05.04 Provide victims and their families immediate resources that may aid in the particular spiritual, psychological, or emotional needs and trauma that arise from the devastation of abuse.

CP 05.05 If the report is against a teaching elder, the response team shall send a written statement of allegation to the stated clerk Yellowstone Presbytery. This written statement of allegation shall trigger the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.) Part II.

CP 05.06 If the report is against a ruling elder, the response team will notify the session of membership that an allegation of offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.), Part II.

CP 05.07 If the report is against an employee of Yellowstone Presbytery the response team will notify the person(s) or committee responsible for supervision of the employee. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

CP 05.08 If the report is against an employee of sponsoring council or entity other than Yellowstone Presbytery, the response team will notify the person(s) or committee responsible for supervision of the employee. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

CP 05.09 If the report is against a volunteer, or nonmember of Yellowstone Presbytery, the response team will request that Yellowstone Presbytery appoint an investigating committee of three persons to initiate an investigation of the allegations in order to:

- a. gather any statements of abuse from those making the report, including any information from the Response Team, and any party to the abuse;
- b. gather any information from the person who was accused of abuse;
- c. make written determinations and take actions appropriate to resolve the matter including, but not limited to, making recommendations for prevention as well as response.

CP 05.10 Provide pastoral counseling for the principal parties involved (accuser(s), possible victim(s), accused, family members).

CP 05.11 A written summary of any proceedings in such cases will be maintained by the local church session, reported and a file maintained by to the stated clerk of Yellowstone Presbytery.

CP 05.12 Any person bringing a report of abuse or assisting in investigating will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

#### CP 06. **EVENT RULES**

CP 06.01 **Two-adult rule:** Whenever possible two non-related adults should always be present in groups of children and youth. It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open.

CP 06.02 **Ratios:** The adult to child ratio for all child-related events/activities is 2:10. The adult to youth ratio for all youth-related events/activities is 2:17. When possible one adult of each gender when there are one or more minors of each gender in a group. In some situations, it is understood that the ratios and gender diversity may be compromised.

CP 06.03 **View Windows and Open Doors:** When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open while the room is occupied.

CP 06.04 **Adult workers/caregivers** should respect the privacy of the children to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (ex. Taking age appropriate photographs and movies, not taking photographs of minors who are not fully clothed. Adults and minors are required at all times to wear appropriate attire.

CP 06.05 **Age appropriate training** to children and youth should be provided regarding behavior that should be reported to caregiver or leader of the event.

CP 06.06 **Transportation:** All adult drivers at child/youth events must have proper licensure and insurance on file with the organizing council. No minor under eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers. Each vehicle must follow the ratio rules noted in point 2 in this section. Lastly, no minor may be a driver at any event or activity (this includes golf carts at events).

CP 06.07 **Forms:** The legal guardians of each minor must provide the appropriate health and food allergy information and medical insurance information for each activity/event. The information form should include all contacts for parents and/or legal guardians. Further consent forms must be signed by legal guardians for any off campus events. Any photos at the event that are used in social media or published material by the organizing council must be released by a signed consent form from a participant's legal guardian as well as the minor. All such forms must be stored at the event site, in a secure place with restricted access.

CP 06.08 **Each event/activity** must ensure that rules are gone over with participants at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity, as well as a list prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and

expected behaviors list should be given in written form to each participant and legal guardians, as well as discussed thoroughly at the beginning of the event/activity.

**CP 06.09 All volunteers and employees** at any Yellowstone Presbytery sponsored events must also abide by a code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited behaviors include but are not restricted to:

- a. Display of sexual affection toward a child.
- b. Use of profanity or off-color jokes.
- c. Discussion of sexual encounters with or around children or in any way involving children in personal problems or issues.
- d. Dating or becoming “romantically” involved with children (under the age of eighteen).
- e. Using or being under the influence of alcohol or illegal drugs in the presence of children.
- f. Possessing sexually oriented materials—including printed or online pornography—on church property or property being utilized for a church event.
- g. Having secrets with youth/children.
- h. Staring at or commenting on children’s bodies.
- i. Engaging in inappropriate or unapproved electronic communication with children.
- j. Working one-on-one with children in a private setting.
- k. Abusing youth/children in anyway, including (but not limited to) the following:
  - Physical abuse: hit, spank, shake, slap, unnecessarily restraint.
  - Verbal abuse: degrade, threaten, or curse.
  - Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.
  - Mental abuse: shame, humiliate, act cruelly.
  - Neglect: withhold food, water, shelter.
  - Permit children or youth to engage in the following: hazing, bullying, derogatory name calling, ridicule, humiliation, or sexual activity.

#### **CP 07. Teenage Workers**

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- a. *Are preferably* at least age 14.
- b. Must be screened as specified above.
- c. Must be under the supervision of an adult and must never be left alone with children.

#### **CP 08. Check-in/Check-out Procedure**

For Large Churches: For children below third grade, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a “child check” for the child similar to a claim check. The parent or guardian must present the “child check” in order to sign out the child from our care. In the event that a parent or guardian is unable to present the “child check,” the supervising adult (VBS director, Sunday school teach, camp director, etc.) will be contacted. For all churches: the supervising adult will be responsible for releasing the child to the care of a parent or guardian as appropriate to the surrounding circumstance.

#### **CP 09. Sick Child Policy**

It is our desire to provide a healthy and safe environment for all of the children participating in all Yellowstone Presbytery church sponsored events. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- a. Fever, diarrhea, or vomiting within the last 48 hours.
- b. Green or yellow runny nose and/or productive cough with same.
- c. Eye infection, especially pink eye as it is very contagious, or skin infections or rash
- d. Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

#### **CP 10. Medications Policy**

It is the policy of Yellowstone Presbytery to not administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy. In the case of young people attending camp or overnight youth retreat events, a supervising adult may be provided written guidelines and approval for securing and administering medications.

#### **CP 11. Discipline Policy**

It is the policy of Yellowstone Presbytery and member churches to not to administer corporal punishment. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the supervising adult of the activity or event if assistance is needed with disciplinary issues.

#### **CP 12. Restroom Guidelines**

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

#### **CP 13. Accidental Injuries to Children**

In the event that a child or youth is injured while under our care, the following steps should be followed:

- a. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
- b. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be notified in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
- c. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

#### **CP 14. Social Media—Electronic Communications**

**e.**

**CP 14.01 General Social Media Policy**—No minister, employee, contractor, or volunteer of *Yellowstone Presbytery* and its entities shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent *Yellowstone Presbytery* without the explicit written permission of *Yellowstone Presbytery*, or event leadership. When clergy or staff, acting in their capacity as a representative of

Yellowstone Presbytery or its entities, lead or coordinate a group activity using social media, each may use only official Yellowstone Presbytery entity sites/channels when they have been made available by the entity of Yellowstone Presbytery. These may include Web pages, Facebook, e-mail, and similar means.

#### **CP 14.02 Social Networking Code of Conduct**

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- a. Prohibits comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- b. *Prohibits use of profanity or off-color jokes.*
- c. *Prohibit conversations that could be construed as flirtatious or romantic.*
- d. Prohibits sexually oriented conversations or discussions about sexual activities.
- e. Prohibits inappropriate private messages between employees and volunteers and children or youth.
- f. Prohibits posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- g. Provides children, youth, and their parents with this Social Networking Code of Conduct.
- h. Encourages parents to play a role in monitoring their children's and youth interactions with employees and volunteers.
- i. Continuously reminds children and youth how to interact appropriately through social networking sites.
- j. Denies participation by individuals who repeatedly violate the code of conduct.
- k. At the institution of the use of social media, the authorized minister shall present this Social Networking Code of Conduct to children or youth and parents/guardians.

#### **CP 15. Training**

The sponsoring church or Yellowstone Presbytery sponsored event director will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

#### **CP 16. Supporting Documents:**

Yellowstone Presbytery Application for Staff Working with Youth

Yellowstone Presbytery Incident Report (To report injury or possible abuse incident)

Yellowstone Presbytery Authorization for Request for Criminal Records Check

Westminster Spires Camp Staff Application (Separate document)

#### **CP 17. Amended:**

November 3, 2018

# Presbytery of Yellowstone

## Child/Youth Worker Application

### General Purpose Statement

Yellowstone Presbytery seeks to provide a safe and secure environment for the children who participate in our programs and activities. Our goal is to protect the children of Yellowstone Presbytery from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

### Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and unpaid persons who work with children. The term "volunteer" means anyone involved in a Sunday school program, summer camp, youth retreat, Vacation Bible School, church nursery, church youth group and/or in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

### Procedures

1. Complete a Child/Youth Worker Application  
More detailed applications may be required for some positions such as summer camp counselors and staff.
2. Review the Yellowstone Presbytery Child Care Policy and adhere to procedures stated in the policy.
3. Participate in any Training Sessions that are offered regarding working with youth.
4. Sign and submit Authorization and Request for Criminal Background Check form (see reverse side)

### Application

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Current address \_\_\_\_\_  
Street Address and P.O. Box if available City State Zip

Phone Numbers and Email \_\_\_\_\_  
Home Phone Cell Phone Email

Position applying/volunteering for \_\_\_\_\_

When are you available to work \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ License Number \_\_\_\_\_ State Issued \_\_\_\_\_ Expires \_\_\_\_\_

What previous work experiences have you had working with children? \_\_\_\_\_  
\_\_\_\_\_

What is your educational background? High School \_\_\_\_\_ College \_\_\_\_\_ Major \_\_\_\_\_

What church do you attend? \_\_\_\_\_ Church Activities? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Please two references (of a business or organizational nature)

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_



**Presbytery of Yellowstone**  
**Authorization And Request For Criminal Records Check**

I, \_\_\_\_\_, hereby authorize the Presbytery of Yellowstone to request the State of Montana to release any information regarding any record of charges or convictions contained in its files, or in any criminal file contained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release the State of Montana from all liability that may result from such disclosure made in response to this request. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge.

\_\_\_\_\_  
Signature of applicant Date

Print applicant's full name \_\_\_\_\_

Current Address \_\_\_\_\_

City/State Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Print all other names that have been used by the applicant (if any, including maiden name)

\_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Social security number: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State issuing license \_\_\_\_\_

License expiration date: \_\_\_\_\_

\*\*\*\*\*

Request sent to: \_\_\_\_\_

Results: \_\_\_\_\_

\_\_\_\_\_



## Westminster Spires Camp Summer Staff Application 2019

Westminster Spires Camp is a ministry of Yellowstone Presbytery. This beautiful camp located eight miles south of Red Lodge, Montana, on Highway 212, provides a traditional camp experience along the shore of Rock Creek at the base of the Beartooth Highway leading to the northeast entrance of Yellowstone Park.

Greetings!

We are very excited about the upcoming summer camp and outdoor ministry season that will be taking place at our beautiful Westminster Spires Camp. Applications for Camp Staff are now being accepted. Please take a look through the enclosed packet of information to learn more about our camp, our mission in working with young people and the opportunities to become involved as a part of our ministry team.

If you feel called to join us, please complete and **return your staff application and supporting materials before March 25**. We plan to have our staff selected by April 1, so applicants can finalize their summer plans.

The 2019 youth camping season will include the following activities and events.

### YOUTH CAMPS

|                  |                   |
|------------------|-------------------|
| Staff Training   | July 10-13        |
| Elementary Camp  | July 14-18        |
| Junior High Camp | July 21-26        |
| Senior High Camp | July 28– August 2 |

If you have any questions or need additional information, please contact Curt Kochner at 406-259-7368 or by email at [ckochner@mcn.net](mailto:ckochner@mcn.net).

Thanks for your interest in Westminster Spires!

Camping and Youth Committee  
Yellowstone Presbytery



## **Camp Staff**

The camp staff at Westminster Spires includes a pastor that serves as the camp dean. Additional adult leaders assist in providing leadership for other aspects of the program such as crafts, recreation, worship, or leading small groups.

A cook is hired to provide meals for campers throughout the week.

Youth staff include the following positions:

### Camp Counselors

-High school graduate or college student

-Salary will be \$300 for each camp session and \$100 for camp training. Total \$1,000.

### Counselor In Training (CIT)

-High school student

-Salary will be \$150 for Elementary and Junior High camp and \$50 for staff training. Total \$350.

-CIT's participating in Senior High Camp will need to register as a camp participant and will receive a \$130 scholarship for camp fees.

### Dates of employment:

All staff will arrive at 11:00 a.m. on July 10 and participate in Staff Training July 10-13.

Elementary Camp                      July 14-18

Junior High Camp                      July 21-26

Senior High Camp                      July 28– August 2

Staff will have vacation days on July 20 and July 27. Staff will depart camp on August 2.

### Application Process:

Read the Mission and Ministry Statement about Yellowstone Presbytery Camps

Write a Cover Letter to accompany your application

Complete the Application

-Personal Information

-Questions

-References

-Authorization and Request for Criminal Records Check

-Commitment of Applicant

Ask three people that know you well to complete a Recommendation form and submit a Letter of Recommendation on your behalf. **If you have been on the camp staff in the past, we will use previous Letters of Recommendation.**

All information for your Application should be sent to:

Curt Kochner

Westminster Spires Camp

538 Park Lane

Billings, MT 59102

## **Yellowstone Presbytery Camps**

### Mission and Ministry

We believe the Camping and Youth Ministry Unit of Yellowstone Presbytery is a vital part of the total mission and ministry of the presbytery and an extension of the local church's work.

We believe that God has created humankind to live in relationship with one another and with God, characterized by acceptance, forgiveness, caring and trust, wherever we are—in the home, church, neighborhood or outdoors.

We believe that God is calling us to be involved in a daily process of Christian growth.

To this end, the goal of The Camping and Youth Ministry Unit for Yellowstone Presbytery is:

...To provide opportunities for people to experience God as revealed in Christ through a unique natural environment.

...To foster growth in discipleship thorough worship, study, recreation, service, reflection and friendship within the Christian community.

...To encourage self-evaluation and understanding through becoming aware of our relationships with Christ, with each other and with the global community.

...To provide an experience in Christian group living and in that experience to make explicit the issues of acceptance, forgiveness, love, mercy and servanthood.

...To learn from nature with its own special harmony, order and beauty and to learn how to be good stewards of this special gift from God.

...To discover and learn from a broader community of Christian friends and witnesses than just our local congregation, in order that we can see and utilize our connectionalism and partnership.

...To train and develop leadership both youth and adults on an on-going basis within the Presbytery for camping and youth ministry.

Revised March, 2011

**Application for Summer Staff**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Class completed spring 2018 \_\_\_\_\_

Email address \_\_\_\_\_

Social Security Number \_\_\_\_\_  
(For employment records and to conduct background check)

Parent or Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Parent or Guardian Address \_\_\_\_\_

Position you are applying for: Counselor \_\_\_\_\_ Counselor in Training \_\_\_\_\_

Home church and address \_\_\_\_\_

Who is your minister? \_\_\_\_\_ Phone \_\_\_\_\_

Health Information: Do you have any physical handicaps or food requirements that require accommodation, chronic ailments or do you need to take regular medications?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please specify \_\_\_\_\_

What other jobs have you had during high school or college? (Places and dates)

What are the most important things did you learned while working these jobs?

List the skills that you would bring to the camp staff: (Music, recreation, sports, worship, small group leadership, energizers, photography, computer skills– develop a slide show for example, crafts, health and safety, certificates such as CPR or First Aid, etc.)

What are the main reasons you would like to be a member of the camp staff and ministry team at Westminster Spires?

If you previously attended a church camp at Westminster Spires or at some other camp, please share how those experiences had an impact on your life as a Christian.

What will the other members of the camp staff and ministry team like most about working with you?

What life experiences have you had that demonstrate your character and your ability to be a positive role model and responsible member of a camp staff?

What activities and experiences have you participated in as a part of the life of your church community?

Who is one person that has impacted your life for Christ in a very significant way? What about his or her character and lifestyle has impressed you?

**References:**

Provide the names, addresses and phone numbers of three people that know you well enough to provide a reference about your character. Send each of these references a copy of the attached Recommendation Form and have them mail the completed form to Curt Kochner, Westminster Spires Camp, 538 Park Lane, Billings, MT 59102.

Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship to you \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship to you \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship to you \_\_\_\_\_ Phone Number \_\_\_\_\_

A background check is completed on staff members prior to their being offered a contract for employment. Please complete the Authorization And Request For Criminal Records Check form enclosed with this packet.

I authorize the Search Committee to contact my references and my home pastor to provide recommendations in support of my application for a position at Westminster Spires Camp.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Making application indicates your willingness to accept the responsibilities and the guidelines of Yellowstone Presbytery Camps. All information that you provide is confidential and only for the use of the Selection Committee.

**Commitment of Applicant:**

*Please prayerfully consider the following before signing and submitting your application.*

I hereby affirm that I am committed to making choices that are a model for campers to follow. I have considered areas of personal integrity—relationship, sexual decisions, substance abuse, entertainment choices, etc., and I am committed to striving to live a life that imitates Christ.

I understand that staff members at Westminster Spires are required to conduct themselves in ways that will have a positive influence on other members of the camp community. If hired, I will comply with all personnel and camp policies outlined for me at staff training.

I understand that if I am employed and if any statement herein is not true, I may be released immediately. If I am released, I will be paid only through the day of release.

I understand that if employed, I will be required to abide by all policies, standards, and regulations as they are promulgated from time to time. I further understand that if employed, when my employment is terminated, I must return all the employer’s property in my custody before entitled to payment of any amounts due me on separation.

I hereby authorize my employer to contact all prior employers and any references listed herein to verify all information provided and to obtain any and all information related to my character and past work performance. I further hereby release all references and prior employers from any liability for information provided in good faith.

I hereby affirm that I have carefully read and agree with the Presbyterian Church (U.S.A.) Brief Statement of Faith attached. I understand that , if at any time subsequent to employment I no longer agree with this Statement of Faith or I exhibit conduct which is contrary to the Statement of Faith, or I fail to meet the minimum requirements of the position, I may be disqualified from employment.

I affirm that I have neither been convicted of, nor am the subject of pending charges for, any offense involving actual or attempted child abuse or sexual molestation in any jurisdiction.

I understand that this is an application for employment and that no employment contract is being offered.

I hereby affirm and acknowledge, by signing immediately below, that all of the information provided and all of my answers are true and complete, and that any misrepresentation or omission may be grounds for rejection or, if later employed, dismissal.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**A BRIEF STATEMENT OF FAITH**  
Presbyterian Church (U.S.A.)

In life and in death we belong to God. Through the grace of our Lord Jesus Christ, the love of God, and the communion of the Holy Spirit, we trust in the one triune God, the Holy One of Israel, whom alone we worship and serve. We trust in Jesus Christ, fully human, fully God. Jesus proclaimed the reign of God: preaching good news to the poor and release to the captives, teaching by word and deed and blessing the children, healing the sick and binding up the brokenhearted, eating with outcasts, forgiving sinners, and calling all to repent and believe the gospel. Unjustly condemned for blasphemy and sedition, Jesus was crucified, suffering the depths of human pain and giving his life for the sins of the world. God raised this Jesus from the dead, vindicating his sinless life, breaking the power of sin and evil, delivering us from death to life eternal. We trust in God, whom Jesus called Abba, Father. In sovereign love God created the world good and makes everyone equally in God's image, male and female, of every race and people, to live as one community. But we rebel against God; we hide from our Creator. Ignoring God's commandments, we violate the image of God in others and ourselves, accept lies as truth, exploit neighbor and nature, and threaten death to the planet entrusted to our care. We deserve God's condemnation. Yet God acts with justice and mercy to redeem creation. In everlasting love, the God of Abraham and Sarah chose a covenant people to bless all families of the earth. Hearing their cry, God delivered the children of Israel from the house of bondage. Loving us still, God makes us heirs with Christ of the covenant. Like a mother who will not forsake her nursing child, like a father who runs to welcome the prodigal home, God is faithful still. We trust in God the Holy Spirit, everywhere the giver and renewer of life. The Spirit justifies us by grace through faith, sets us free to accept ourselves and to love God and neighbor, and binds us together with all believers in the one body of Christ, the Church. The same Spirit who inspired the prophets and apostles rules our faith and life in Christ through Scripture, engages us through the Word proclaimed, claims us in the waters of baptism, feeds us with the bread of life and the cup of salvation, and calls women and men to all ministries of the Church. In a broken and fearful world the Spirit gives us courage to pray without ceasing, to witness among all peoples to Christ as Lord and Savior, to unmask idolatries in Church and culture, to hear the voices of peoples long silenced, and to work with others for justice, freedom, and peace. In gratitude to God, empowered by the Spirit, we strive to serve Christ in our daily tasks and to live holy and joyful lives, even as we watch for God's new heaven and new earth, praying, "Come, Lord Jesus!" With believers in every time and place, we rejoice that nothing in life or in death can separate us from the love of God in Christ Jesus our Lord. Glory be to the Father, and to the Son, and to the Holy Spirit. Amen.

**Presbytery of Yellowstone  
Child/Youth Worker Application**

**General Purpose Statement**

Yellowstone Presbytery seeks to provide a safe and secure environment for the children who participate in our programs and activities. Our goal is to protect the children of Yellowstone Presbytery from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

**Definitions**

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and unpaid persons who work with children. The term "volunteer" means anyone involved in a Sunday school program, summer camp, youth retreat, Vacation Bible School, church nursery, church youth group and/or in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

**Procedures**

1. Complete a Child/Youth Worker Application  
More detailed applications may be required for some positions such as summer camp counselors and staff.
2. Review the Yellowstone Presbytery Child Care Policy and adhere to procedures stated in the policy.
3. Participate in any Training Sessions that are offered regarding working with youth.
4. Sign and submit Authorization and Request for Criminal Background Check form (see reverse side)

**Application**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Current address \_\_\_\_\_  
Street Address and P.O. Box if available City State Zip

Phone Numbers and Email \_\_\_\_\_  
Home Phone Cell Phone Email

Position applying/volunteering for \_\_\_\_\_

When are you available to work \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ License Number \_\_\_\_\_ State Issued \_\_\_\_\_ Expires \_\_\_\_\_

What previous work experiences have you had working with children? \_\_\_\_\_

What is your educational background? High School \_\_\_\_\_ College \_\_\_\_\_ Major \_\_\_\_\_

What church do you attend? \_\_\_\_\_ Church Activities? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Please two references (of a business or organizational nature)

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Presbytery of Yellowstone  
Authorization And Request For Criminal Records Check**

I, \_\_\_\_\_, hereby authorize the Presbytery of Yellowstone to request the State of Montana to release any information regarding any record of charges or convictions contained in its files, or in any criminal file contained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release the State of Montana from all liability that may result from such disclosure made in response to this request. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge.

\_\_\_\_\_  
Signature of applicant Date

Print applicant's full name \_\_\_\_\_

Current Address \_\_\_\_\_

City/State Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Print all other names that have been used by the applicant (if any, including maiden name)

\_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Social security number: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State issuing license \_\_\_\_\_

License expiration date: \_\_\_\_\_

\*\*\*\*\*

Request sent to: \_\_\_\_\_

Results: \_\_\_\_\_

\_\_\_\_\_

## RECOMMENDATION FOR SUMMER STAFF Westminster Spires Camp

**This section to be completed by applicant:**

Applicant's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position Applying for: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**The above named person is applying for a position on the summer staff at Westminster Spires Camp. The personal information requested below will supplement that provided by personal interview. Any information which you may give us will be regarded as strictly confidential. *Thank you for your assistance!***  
**Please return this form to: Curt Kochner, Westminster Spires Camp, 538 Park Lane, Billings, MT 59102**

1. How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_  
 2. Does the applicant appear to be growing in his/her Christian experience and does the applicant take an active interest in Christian service? \_\_\_\_\_ Please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Please indicate which statement best describes the applicant in relation to each characteristic listed below.

|  | Most of<br>the time      | Sometimes                | Not<br>Often             | Hardly<br>Ever           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Able to follow instructions            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loyal                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outgoing and friendly                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| An able leader of others               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consistent in Christian testimony      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disciplined in personal habits         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Enthusiastic                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Able to adjust to different situations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Able to cope with other's problems     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Easily offended                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inclined to criticize others           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moody                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Able to work without close supervision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Able to work in a team situation       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Please grade the applicant on the following characteristics and traits. Use "1" to indicate superior, "2" if above average, "3" if average, and "4" if weak in that area. Please evaluate applicant in relation to his/her own age group.

|                        |                              |                                     |
|------------------------|------------------------------|-------------------------------------|
| Personal Grooming ____ | Sense of Humor ____          | Willingness ____                    |
| Tact ____              | Initiative ____              | Attitude toward Authority ____      |
| Dependability ____     | Courtesy ____                | Attitude toward hard work ____      |
| Judgment ____          | Initial Impression ____      | Public Speaking Ability ____        |
| Punctuality ____       | Ability to make friends ____ | Honesty and personal integrity ____ |

5. There is the possibility that the applicant would be employed as a camp counselor. Would you consider the applicant qualified to counsel your child or teenager?  Yes  No

6. Please check your choice of recommendation:

Strongly recommend       Recommend       Recommend with reservations       Do not recommend

7. Please use the reverse side of this form to share anything else that would be helpful as we evaluate this candidate.

Your Name (please print) \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 Position /Organization \_\_\_\_\_  
 Signature \_\_\_\_\_ Phone \_\_\_\_\_

## RECOMMENDATION FOR SUMMER STAFF Westminster Spires Camp

**This section to be completed by applicant:**

Applicant's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

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| Loyal                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outgoing and friendly                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| An able leader of others               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consistent in Christian testimony      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disciplined in personal habits         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Enthusiastic                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Able to adjust to different situations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Able to cope with other's problems     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Easily offended                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inclined to criticize others           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moody                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Able to work without close supervision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Able to work in a team situation       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|                        |                              |                                     |
|------------------------|------------------------------|-------------------------------------|
| Personal Grooming ____ | Sense of Humor ____          | Willingness ____                    |
| Tact ____              | Initiative ____              | Attitude toward Authority ____      |
| Dependability ____     | Courtesy ____                | Attitude toward hard work ____      |
| Judgment ____          | Initial Impression ____      | Public Speaking Ability ____        |
| Punctuality ____       | Ability to make friends ____ | Honesty and personal integrity ____ |

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Your Name (please print) \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 Position /Organization \_\_\_\_\_  
 Signature \_\_\_\_\_ Phone \_\_\_\_\_

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| An able leader of others               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consistent in Christian testimony      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| Easily offended                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inclined to criticize others           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moody                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Strongly recommend       Recommend       Recommend with reservations       Do not recommend

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Your Name (please print) \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 Position /Organization \_\_\_\_\_  
 Signature \_\_\_\_\_ Phone \_\_\_\_\_

**Yellowstone Presbytery  
Incident Report**

Instructions:

Complete this report under any of the following situations:

- A. A child becomes ill or receives an injury that requires First Aid or medical treatment while in your care;
- B. A child receives a bump or blow to the head or other visible injury regardless of treatment;
- C. A child is transported by ambulance from your facility;
- D. An unusual or unexpected incident occurs that jeopardizes the safety of a child, such as a child left unattended, there is a vehicle accident (with or without injuries), or a child is exposed to a threatening person or situation;
- E. There is an allegation or reasonable suspicion of abuse of a child.

Report:

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Name and Age of Child Involved (One Report per Child) \_\_\_\_\_

Contact Information for Child Involved:

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Nature of Injury/Incident: \_\_\_\_\_

\_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the above information:

Reported to you by someone else? If so, who: \_\_\_\_\_

OR

Directly observed or witnessed by you? If so, please provide your name: \_\_\_\_\_

What actions were taken? (Check all that apply)

- Provided First Aid                      What/When \_\_\_\_\_
- Call placed to 911                      By Whom/ When \_\_\_\_\_
- Taken to hospital                      By Whom/ When \_\_\_\_\_
- Notified Parent/Guardian              Who/When: \_\_\_\_\_
- Notified Church Official              Who/When: \_\_\_\_\_
- Notified Legal Authorities              Who/When: \_\_\_\_\_
- Other Actions Taken                      \_\_\_\_\_

Did anyone else witness the incident? If so,

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Witness Report: What did you see happen? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Printed Name and Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Witness Report: What did you see happen? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Printed Name and Signature of Witness: \_\_\_\_\_

Printed Name of Person Completing This Report:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Position at the organization (Church or Camp) \_\_\_\_\_

Signature \_\_\_\_\_